



# Approved

**MINUTES  
CITY OF DUBUQUE LONG RANGE PLANNING ADVISORY COMMISSION  
REGULAR SESSION**

5:30 p.m.

Wednesday, April 19, 2023

City Council Chambers, Historic Federal Building

**Commissioners Present:** Chairperson Alan Vincent; Commissioners, Beth McGrath, and Mark Ward. Tyler Stoffel attended virtually.

**Commissioners Excused:** Amy Eudaley.

**Commissioners Unexcused:** None.

**Staff Members Present:** Wally Wernimont, Chris Happ Olson, and Jason Duba.

**CALL TO ORDER:** The meeting was called to order by Chairperson Vincent at 5:30 p.m.

**MINUTES:** Motion by Ward, seconded by McGrath, to approve the minutes of the January 18, 2023 Long Range Planning Advisory Commission meeting as submitted. Motion carried by the following vote: Aye – McGrath, Stoffel, Ward and Vincent; Nay – None.

**ACTION ITEMS:** None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:** None.

**ITEMS FROM STAFF:**

**Membership:** Staff Member Duba stated that we have two open positions on the Commission, and that long-term Commissioner Alan Vincent's position will expire at the end of June. Vincent confirmed that he would not seek reappointment and that when his term is up, he will be finished and no longer serving. Duba said that the requirement for a quorum is four members and requested that the Commission seek out potential new members. Staff Member Wernimont stated that staff are not allowed to recruit members, but that Commissioners are. Recruitment by the City is led by the City Clerk's office.

Duba inquired how current members came to join the commission.

- Vincent said that a friend encouraged him long ago.
- Commissioner McGrath stated that she saw the need on Facebook.

- Commissioner Ward stated that he served on a Planning & Zoning Commission in his previous community, so it was a natural fit for him.
- Commissioner Stoffel stated that he read an article in the Telegraph Herald that there was difficulty finding Commissioners and applied.

Ward explained that his service on this Commission is very different from his previous service elsewhere, feeling the limited focus of the Commission was less than he anticipated. Staff Member Happ Olson said that she had heard the same sentiment from another past commissioner who was used to a more populated agenda for Commission meetings. She stated that the Commission's input was appreciated and will be taken back for consideration in recruitment. A discussion of the history of why Dubuque has separate commissions for planning and zoning was led by Wernimont.

**Goal Setting:** Wernimont introduced the need to annual provide input to City Council for their goal setting purposes. He described the new situation where the Achievelt software now has both City Council Goals and Priorities as well as Imagine Dubuque, which can be used during the goal setting process. The Commission discussed their two main functions: helping to implement the Imagine Dubuque comprehensive plan and reviewing new urban renewal and urban revitalization districts.

Motion by Ward, seconded by McGrath, to approve Goal Setting document. Motion carried by the following vote: Aye – McGrath, Stoffel, Ward, and Vincent; Nay – None.

**Review of Land Use category in Imagine Dubuque:** Staff Member Duba led a review of the status of Imagine Dubuque, focusing on the category Land Use. He explained the City's overall switch to presenting, reporting and connecting plans through the implementation of new Achievelt software. He noted that the uploading of Imagine Dubuque was completed in the first quarter of this calendar year and that a round of requests for updates to recommendation Coordinators went out April 1.

Commissioner Ward pointed out the change in the tracking, or rating system, and Duba noted that staff and Coordinators worked together to update our tracking to the new Achievelt system, therefore being consistent in terminology across the City's plans. Staff Member Happ Olson explained the nuances between the two systems, and how Imagine Dubuque's 20 year focus means we won't see many "achieved" items because the recommendations tend to be broader than short term goals you might see in other plans.

McGrath asked about the Clarke neighborhood, now as a resident, how it is not close to food options- why can't there be convenience stores or small grocery? Wally responded that the market determines a lot of business location decisions, and Duba acknowledged that zoning can be an obstacle, real or perceived, to mixing different uses.

**Training:** Wernimont invited Commissioners to a Planning and Zoning training hosted by Iowa State University on Monday, April 24 at 5:30 PM.

**ADJOURNMENT:** Motion by McGrath, seconded by Ward, to adjourn the April 19, 2023 Long Range Planning Advisory Commission meeting. Motion carried by the following vote: Aye – McGrath, Stoffel, Ward and Vincent; Nay – None. The meeting adjourned at 6:40 PM.

Respectfully submitted,



Wally Wernimont, Planning Services Manager

June 21, 2023

Adopted